



Foreign Affairs Manual

VOLUME 3 – Personnel

Change Transmittal: PER-589

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3 FAM 2310 MERIT PROMOTION AND PLACEMENT PROGRAM

Changes

1. Revisions throughout 3FAM 2310.
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
3. Revisions since the last update appear in *italics* and *dark magenta*. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions (Paper Copies)

1. Remove 3 FAM 2310, TL:PER-340, 10-17-1997, 12 pages, and insert the revised material, CT:PER-589, 08-09-2006, 11 pages.
2. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for the appropriate CT number, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH

issues; direct questions concerning issuance, validity, and updating to A/ISS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(HR/PE)